

TOWN ENGINEER

Code No: 6-20-002
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a managerial position responsible for directing the Town Engineering Department, and for providing professional engineering advice to the Town Board and other town officials. The work requires considerable exercise of independent judgment especially as it relates to technical engineering issues and the implementation of town public works projects. The employee reports directly to, and works under the general supervision of a Town Supervisor or other higher level staff member. Direct supervision is exercised over a staff of technical and professional employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Supervises preparation of plans for major public works projects;

Recommends and acts as liaison for engineering consultants on projects of greater complexity or risk;

Designs drainage projects, water main extensions, pump stations, sidewalks, park facilities, and other related public works construction;

Writes specifications for all public works projects;

Supervises preparation of legal descriptions for deeds, easements, and documents of a similar nature;

Supervises the construction of projects given to contractors;

Supervises topographical surveys and measurements of town property;

Computes elevations and supervises the drafting of topographical detail, plan cross-section maps and charts;

Makes preliminary and final estimates on engineering construction;

Writes and answers inquiries regarding town engineering work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of civil engineering principles and theory; good knowledge of techniques used in surveying and drafting; ability to communicate orally and in writing; ability to plan and supervise the work of subordinates; ability to prepare plans for major public works projects; ability to design projects and other public works construction; ability to write and respond to inquiries; ability to make preliminary and final estimates; ability to prepare project specifications; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Civil Engineering, plus six (6) years paid full-time or its part-time equivalent experience as a civil engineer working on municipal public works projects, two (2) years of which must have been in a supervisory capacity.

SPECIAL REQUIREMENT: Possession of a New York State Professional Engineers license at time of appointment.

REVISED: May 29, 1986
REVISED: November 7, 2013